

Erasmus Student Work Placement in Portugal

EMPLOYER INFORMATION	
Name of organisation	Universidade Nova de Lisboa
Address inc post code	Campus de Campolide 1099-085 Lisboa Portugal
Website	www.unl.pt
CONTACT DETAILS	
Contact person for this placement	Tânia Sto.António
E-mail address	tania.stoantonio@unl.pt
APPLICATION PROCEDURE	
Who to apply to (including contact details)	The candidate has to send: CV, cover letter, academic record, any other relevant information.
Deadline for applications	22nd September 2014
PLACEMENT INFORMATION	
Department, Function	International Relations Office, Latin American Student Advisor
Location	Lisbon, Portugal
Start Date	as soon as possible
Duration	3 to 12 months
Working hours per week	30-40
Description of activities, tasks	Plan and organize the mobilities within an exchange programme. Promote an international project: marketing, publicity, statistics. Edit website contents and Facebook. Plan, organize, monitor and disseminate activities for an international programme. Manage scholarship holders' files. Translate and create documents in English and Spanish, and be able to understand written documents in Portuguese. Give support to our applicants, written and spoken (answering emails, written documentation).
Accommodation	Help with finding accommodation.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Spanish – native language, English – full professional proficiency Portuguese - preferable but not required
Computer skills and level of skills required	Word, Excel, Power Point, Database Knowledge of mail, Internet and social networks
Other	-Translation work experience is a plus. -Teamwork and dynamic environments, multidisciplinary and changing. -Interest in international and multidisciplinary issues. -Analytical skills. -Work environments and multilingual documentation.